ACCESSING THE STONY BROOK UNIVERSITY REPORTING SYSTEM (SBUR)



SBU Reporting is a web-based portal that provides access to ready-made reports. These reports are run from the Enterprise Data Warehouse for Admissions, Student Records and Financial data loaded daily from PeopleSoft. In addition to the daily data load, Admissions and Student also stores data "Snapshots".

SET UP FOR YOUR PC

- 1. To use SBU Reporting from your desktop, you must be signed on to your PC with your SUNYSB.EDU netid.
- 2. In addition, you need to use the IE Internet Explorer Browser.

WHY? The reason is your SUNYSB.EDU credentials will provide you access to the SBUR System, and the IE Browser will automatically log you in and pass those credentials through for you to access your reports. Once you are logged on to your PC, the SBUR system will automatically recognize that you are signed in.

PC Login screen: For example, SUNYSB.EDU\jsmith



LINK TO SBUR:

https://bi.campus.stonybrook.edu/



*Remember to use Internet Explorer

TOP LEVEL NAVIGATION

Along the top, you will see the horizontal navigation links to functional areas you have access to.

| 🥂 Stony B | rook R | eporting Sit | e - Internet Explorer | | | | |
|-----------|--------|----------------|--|----------|---|------------------------------|---|
| | - 🛅 | https://bi.cam | npus. stonybrook.edu /Pages/defau | ult.aspx | • | 🔢 Stony Brook Reporting Site | × |
| File Edit | View | Favorites | Tools | | | | |
| 2 | | | | | | | |
| · s | τοΝΥ | BROOK U | JNIVERSITY REPORTING | | | | |
| Home | Ad | missions • | Student Records • | Support | | | |

LEFT NAVIGATION

When you select a functional area along the top navigation, you will see Report Libraries along the left side navigation.

| STONY BRO | OK UNIVERSITY REPORTING | |
|--|--|--|
| Home Admiss | sions Student Records - Support | |
| Reports Academic Advising | Home > Student Records | |
| Career Center | Status Report | |
| Class Roster | Data Warehouse Status Report : Monday, July 11, 2016 | |
| Class Schedule Enrollment Graduation | Load Completed: 7/11/2016 5:36:17 AM Terms Loaded: Fall 2014 through Spring 2017; Total Terms Loaded = 11 | |
| Instruction | Current Registration Term | |
| Programs Southampton | Fall 2016 (1168) | |
| Audit Reports | Announcements | |

RUN A REPORT

When you open a Report Library, in the central content area of the page, you will see a group of reports that you can run.

| | Library Tools | |
|-------------------------|---|-------|
| Site Actions 👻 🔂 Brow | se Documents Library | |
| STONY BROOK | UNIVERSITY REPORTING | |
| Home Admission | is Student Records - Support | |
| Reports | Home > Student Records > Class Roster | |
| Academic Advising | Type Name Report Description | |
| Career Center | Class Roster By Acad Group Class Roster by Class Academic Group and Career | |
| Class Roster | Class Roster By Section | |
| Class Schedule | 🔋 Class Roster By Subject and Catalog 🔨 Click on the Report Name to run it 🔒 atalog) | |
| Enrollment | E Class Roster By Subject Catalog and Section | |
| Graduation | Class Roster By Subject Class Roster by Subject and Academic Career | |
| Instruction | Class Roster for All non-FERPA Students Class Roster for all non-ferpa students enrolled in Lecture Courtes | |
| Programs Southampton | Class Summary by Department Class Summary by Department | Selec |
| Southampton | Class Waiting List Class Waiting List by Course (Subject Catalog) | |
| Audit Reports | PEP Class Roster Class Roster for PEP Courses | |
| | | |
| | Scanner Class Roster By Section (N) For Patricia Russo (export data in to the file) | |

REPORT PARAMETERS

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You will be prompted to select Report Parameters

| Tern | |
|------------|--------------------------------|
| Fall | 2016 (1168) |
| Care | eer |
| Unc | lergraduate 💌 |
| | |
| Subj | · |
| AA | S Asian & Asian American Stu 🚩 |
| v (| (Select All) |
| • | AAS Asian & Asian American 🔷 📃 |
| v , | ACC Accounting |
| v , | ACH Arts, Culture and Huma |
| • | ADV Advising |
| • | AFH Africana Studies/Human 🗸 |
| V | AFS Africana Studies/Soc & F |

The "Apply" button in the bottom Right Corner will apply your paramters and run the report



PAGE FORWARD OR BACK

| Home > Student Records > Class Roster Actions • ③ 4 1 of 309 ▷ ▷ 4 Find Next 100% ♥ 🗄 |
|--|
| SEARCH FOR TEXT IN REPORT |
| Actions - ② II 4 1 of 309 ▶ ▶I 4 Smith × Find Next 100% ▼ I |
| EXPORT TO EXCEL |

You can Export your report to excel from "Actions" > "Export" located in the Top Left side of the report

| Н | lome | > Student Reco | rds > Class Ro | oste | er | | |
|----------|-------|----------------|---------------------------------|------|--------------------|-----------------|------------------|
| | Actio | ons 🕶 📔 😨 🗆 🖡 | 1 1 | of 1 | 690 🕨 📲 | | |
| _] _] | | | rt Builder | 2 | 2016 (1168 | 3) | |
| | | New Data Alert | | | Class 💲 | Class Sectio | Course n Type |
| | | Export | American Studi | | XML file w | | |
| | 2 | Fall 2016 | Asian & Asian American Studi | | CSV (com PDF | ma delin | |
| | 3 | Fall 2016 | Asian & Asian American Studi | | Excel TIFF file | | - |
| | 4 | Fall 2016 | Asian & Asian American Studi | | Word MHTML (w | eb archiv | ve) |

BREADCRUMB NAVIGATION

You will always have a Breadcrumb navigation to help you navigate back

| | Library Tools | | | |
|-------------------------------|---------------|-------------------------|-----------|--------------|
| Site Actions 👻 🕺 Browse | | Documents | Library | |
| STONY BR | οοκ υν | IVERSITY RE | PORTING | 3 |
| Home Admi | ssions | Student Rec | ords - | Support |
| Reports | Ho | me > Student | Records > | Class Roster |
| Academic Advising | | | | 24 L |
| Career Center Class Roster | | Class Roste | r By Acad | Group |
| | | Class Roster By Section | | |